**Department:** Litigation

**Location:** Buffalo

**Classification:** Nonexempt

**Reports to:** Partner(s) and Associate(s)

**Company Overview:**

It is an exciting time to be at Woods Oviatt Gilman. Through our continued growth, we work very hard to maintain an environment that is fun and a place to feel proud of while out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

Throughout the year, our attorneys and staff graciously give back to their communities. Some serve as coaches, mentors, and many volunteer for nonprofit organizations in the area. At Woods Oviatt we celebrate the whole person and find that our relationships run deeper and stronger when we focus on the humanity of our clients and partners – not just the legal issues. Woods Oviatt has proudly served Western New York’s legal needs for over 165 years, and we believe that the next 165 are looking bright.

**Summary:**

We are looking for a self-motivated Legal Assistant to join our litigation team.  This position is responsible for supporting attorneys and paralegals by performing a variety of administrative duties, including drafting correspondence, answering phones, communicating with attorneys, clients, and court personnel.  Our ideal candidate must be a professional with a strong sense of discretion and experience working in litigation.

**Duties and Responsibilities:**

* Prepare legal documents, forms and correspondence for Attorneys
* Perform the opening of files for Attorneys within 24 hours of receipt of initial information
* Proactively anticipate Attorney needs by reviewing calendars and ensuring Attorneys are prepared with all necessary documents for client meetings
* Manage E-Filing and complete this process for Attorney’s as requested
* Provide professional, efficient and friendly client service on the telephone and in person
* Coordinate with clients, external counsel and other vendors to obtain and exchange information and documentation related to legal matters
* Assess the urgency of situations and determine appropriate actions, monitor status of pending item, provide follow up and keep management informed by communicating a wide variety of information
* Manage schedules, including trial dates and hearings
* Coordinate appointments, meetings, teleconference, video conference and business travel
* Utilize case management system for electronic data management of legal files
* Ensure that all necessary information is shared between clients and attorneys on various files
* Provide admin support such as transcribing dictation, maintaining calendars, setting up meetings, coordinate courier deliveries, sorting and distributing mail, and filing

**Requirements:**

* Ability to transcribe dictated or written material
* Working knowledge of Adobe and Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint
* Strong typing, computer, organizational, and administrative skills with meticulous attention to detail
* Excellent communication and interpersonal skills
* Ability to prioritize workload and independently manage multiple tasks
* Must be a team player and use firm resources effectively and efficiently
* Must maintain professional contact with attorneys and staff and observe confidentiality of client and firm matters
* Type a minimum of 60 wpm

**Required Education and Experience:**

* 1-3 years prior law firm administrative assistant experience preferred
* Bachelor's degree preferred

**Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**